

Bedienungsanleitung englisch

1. The registration

Home Menü Anmelden **Registrieren** Hilfe

Registrierung

- Link Homepage → <https://yummy-bdtronic.de/>
- One-time registration
- Name, personnel number, email address and Password required
- Application completed, account will now be checked and released
- You will receive a confirmation mail after successful registration → Log-in and ordering are possible now

Personalnummer

Benutzername 

Vorname

Nachname

E-Mail-Adresse

Passwort 

Passwort bestätigen

2. The order

Home **Bestellmenü** Benutzerprofil Bestellung anzeigen Einkaufskorb Hilfe Kontakt Ausloggen

- Internet access required (orders/cancellations are possible with Internet access from anywhere)
- Food orders are made in the "order menu"
- There are two dishes to choose from every day: Meat dish and a vegetarian dish including side salad from the buffet
- You can always view the current meal plan under **M:_User\Kantine_Mittagessen**
- Select the dish and register for a shift (please stick to the timetable!)
 - Shift 1: 11.30 - 12:00
 - Shift 2: 12:00 - 12:30
 - Shift 3: 12:30 - 13:00
- 20 seats available per shift (during Covid-19)
- If a shift is already fully booked, please select another one
- **Attention!** The final order is only placed in the shopping cart. By clicking the button order subject to charge you finalize the ordering process



3. To the order deadline

- For the next week, orders are possible until 6 p.m. on Friday afternoon
- Short-term orders or cancellations for the **same** week are only possible via the service center (07934-1040)

4. In case of illness

- Please forward cancellations due to illness by phone or via e-mail to the service center
→ 07934-1040, nadine.redzisz@bdtronic.de (→ e-mails are forwarded)
- **IMPORTANT!** Cancellations for the same day are only possible until 9 a.m. at the latest
- Otherwise the order will be charged (a refund is not possible afterwards!)

5. About service intervention

- In case of a short-term service call, please inform the service center until 9:00 a.m. to cancel the order
- Otherwise the costs will be covered by bdtronic

6. About internal accounting

- takes place automatically via payroll accounting

EXTERNAL (temporary workers/ external colleagues)

7. About external accounting

- Cash payment on the first working day of the following month via the service center 07934-1040 (please contact independently)
- If you need help in order to calculate the total amount you are welcome to contact the service center

8. About external orders

- Food orders are placed by the service center
- Exception: If you stay in the company for more than 4 weeks an own account can be created, but the accounting is still done monthly in cash via the service center

9. Customer visits in the house

- Food orders for customers are made in writing through nadine.redzisz@bdtronic.de (e-mails are forwarded)
- At the same time a correctly filled out catering voucher must be handed in at the service center or sent by e-mail on the same day
- This following informations must be on the catering voucher:
 - the names of all participants (customer and bdtronic)
 - the address of the customer
 - the reason for the meeting/ catering (serial number/ project number)
- You will find a template of the catering voucher under the following link:
M:\ User\Kantine Mittagessen\Vorlage-Bewirtungsbeleg_bdtronic.pdf
- and a blank voucher under the following link:
M:\ User\Kantine Mittagessen\Bewirtungsbeleg_bdtronic.xlsx

For further questions you are welcome to contact the service center 07934- 1040.